

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-15. Monetary Awards

1. **AUTHORITY.** To approve monetary awards up to \$5,000 pursuant to Chapter 45, 5 U.S.C.
2. **TO WHOM DELEGATED.** Division directors, or equivalent, including the associate deputy regional administrator, and the regional counsel.
3. **LIMITATIONS.** All monetary awards must have a supervisor as the recommending official and a different and higher level supervisor as the approving official except
 - a. Awards up to \$10,000 may be approved, without any lower supervisor recommendation, by the regional administrator.
 - b. Awards up to \$2,000 may be recommended and approved of by the same supervisor for his/her immediate subordinates.
4. **REDELEGATION AUTHORITY.**
 - a. The authority to approve awards up to \$5,000 may be redelegated to the branch chief level, or equivalent. The authority to approve awards ranging from \$3,000 to \$5,000 may not be redelegated below the branch chief level.
 - b. The authority to approve awards up to \$3,000 may be redelegated, through the officials cited in 4.a., to supervisors one step below the branch chief level. The authority to approve awards ranging from \$2,000 to \$3,000 may not be redelegated below the level of supervisor one step below the branch chief level.
 - c. The authority to approve awards up to \$2,000 may be redelegated, through the officials cited in 4.a. and 4.b., to the lowest level supervisor and may not be redelegated further.
 - d. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.
5. **ADDITIONAL REFERENCES.**
 - a. 5 U.S.C. Chapter 45.
 - b. 5 C.F.R. Part 451.
 - c. EPA Manual 3130 A2, Recognition Policy and Procedures Manual.



Debra H. Thomas
Acting Regional Administrator

APR 30 2019

Date